Creating a Content Folder

Folders help you organize content in your class. This article explains when to use folders, and how to create a folder.

Organizing Content: Folders vs Learning Modules

You can organize course content into folders, and Learning modules.

There are key **similarities** between folders and Learning modules:

- Both are containers that allow documents, links, assignments, and other types of content to be stored inside of them.
- Both permit two levels of nesting.

There are also key **differences** between folders and learning modules:

- Learning modules cannot be placed inside folders or other Learning modules.
- Folders can be placed inside modules and other folders.
- Learning modules provide students with on-screen arrows that allow them to move to the next or go back to previous items.
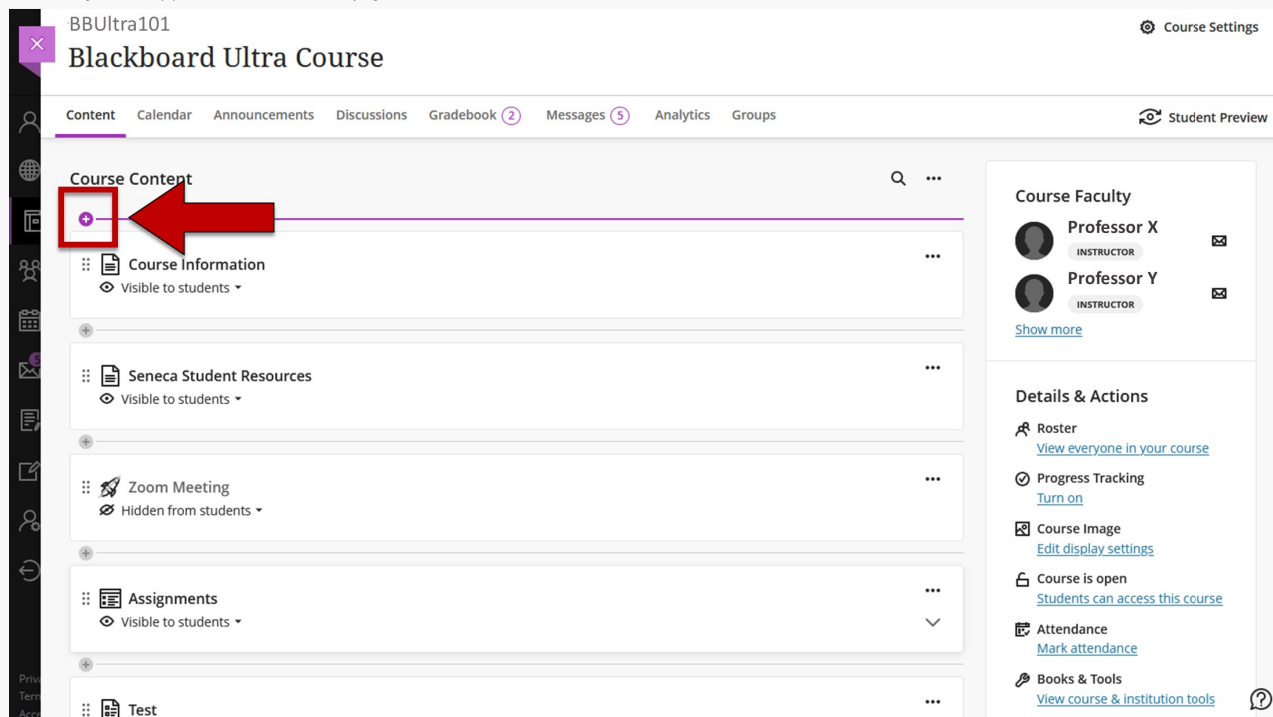
When To Use Folders vs Learning Modules

Folders: Use folders when the items contained in that folder do not need to be viewed sequentially (ex: a series of links to different resources).
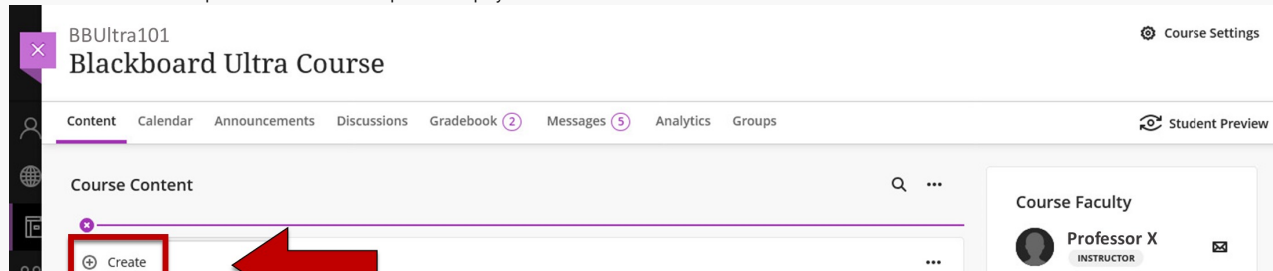
Learning modules: Use learning modules when you want students to work through content in sequence, such as a week's learning materials.

How To Create A Folder

1. Select the **plus icon (+)** on the Course Content page.

2. Select **Create** from the drop-down. The Create Item panel is displayed.

3. Select **Folder**.

4. Select the default title to edit the name of the folder.

5. Select **Hidden from students** to change the visibility of the folder.

6. Select the **Description text box** to add a description. **Note:** Descriptions are limited to 750 characters and cannot be styled (i.e., bold, underlined, coloured text, etc).

7. Select **Save**. The folder is displayed on the course content page.
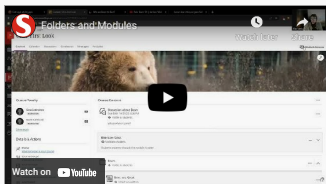

Video

This short video covers folders and modules and takes a quick look at when to use each feature.

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